

Nights Away Notification (NAN)

- Cover the requirements laid out in Scouts' [Policy, Organisation and Rules \(POR\) Chapter 9.2](#) and the [Nights Away permit scheme](#).
- NANs must be submitted via 'My Membership' for every night away event that involves young people - <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/nights-away/#ApplyForNightsAway>
- Ensure your line manager (Lead Volunteer / 14-24 Team Leader) is aware of the event prior to submitting NAN.
- They should be submitted at least 7 days in advance. Any submitted after this time may not be approved. The earlier it can be submitted the better as any issues that may arise will have longer to be fixed.
- Any NANs approved or rejected can be edited and resubmitted for approval at any time. (If less than 7 days then let the approver know directly by email/text that it has been changed). <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/nights-away/#UpdateAnApprovedNightsAwayApplication>
- If not using event passports you must ensure adult to child ratios are covered - POR 4.3.10.
- All adults attending a night away must have a valid PVG at the time of the camp.
- All adults (except non member - needs disclosure) must have valid safety and safeguarding at the time of the night away. (It's encouraged that non member - needs disclosure also complete this learning).
- An adult member must be present for the full event that holds valid First Response.
- Permit must be appropriate to the type of event and venue and valid at the time of the night away.
- Appropriate In Touch system must be in place for the type of event and location - <https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/intouch/>
- Nights Away Risk Assessment must be of a similar level or better than the HQ examples - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/>
- The risk assessment must be specific for the night away. If using a HQ example or a template it must be reviewed and edited as needed for every night away event.
- Once submitted these have been getting checked within a few days, so log back in to check status after a few days - <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/nights-away/#CheckMyNightsAwayApplications> If anything needs added/fixed you can update and resubmit.
- *(Any international trips must follow the Visits Abroad process* - <https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/international-scouts-and-events/going-abroad-with-scouting/>)